



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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12510
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MEMORANDUM

From: Commander, Space and Naval Warfare Systems Command
To: Distribution

Subj: DELEGATION OF CIVILIAN HUMAN RESOURCES AUTHORITIES

Ref: (a) 5 U.S.C. §2301
(b) 5 U.S.C. §2302
(c) SPAWARINST 12510.4
(d) SPAWARINST 12530.3A

1. The delegation of civilian personnel authorities within the Space and Naval Warfare Systems Command Headquarters (SPAWAR HQ) is designed to promote effective and efficient civilian personnel management that adheres to the standards set forth in references (a) and (b). The personnel authorities granted through this memorandum are central to how we manage our workforce and how we achieve equal opportunity, fairness, equity and workforce capability. When exercising these authorities, our overarching strategic goals as well as the individual impact of the decisions made through these authorities must be considered.

2. This memorandum applies to management of SPAWAR HQ civilian Alternative Personnel System (APS) positions.

3. You are hereby delegated the authority to:

a. Classify authorized positions. Reference (c) identifies classification approving officials and sets forth the parameters for delegating classification authority within SPAWAR HQ. By this memorandum, you are delegated the authority to classify positions up to the DP-04 level, within the allocations set forth by the SPAWAR Executive Director (ED), with the exception of the following:

- (1) Classification determinations that will result in an accretion of duties promotion.
- (2) Clerical positions exceeding the DG-03 level.
- (3) Technician positions exceeding the DP-03 level.
- (4) Positions not listed on the authorized staffing plan.

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b. Initiate recruitment actions for authorized positions and approve final selections. Recruitment and selection actions for all positions are to be routed through the Director, Civilian Human Resources (DCHR), Code 8.0.3, prior to being sent to the SPAWAR Civilian Management Workforce Office (Human Resources Office). Requests for exceptions to the recruitment/hiring policies below must be routed through the assigned Management Support Specialist and the DCHR.

(1) This authority excludes positions that require centralized classification and recruitment approval such as the DCHR, Command Deputy Equal Employment Opportunity Officer (CDEEO), Office of the General Counsel Attorney positions and other positions subject to external approvals.

(2) Vacant DP-04 positions will be filled through the use of competitive procedures and will require panel interviews unless an alternate recruitment strategy is approved by the SPAWAR ED. Selection procedures for these positions require the use of interview panels that include no fewer than three panel members, to include a panel chairperson and a customer representative. The selecting official may be a panel member only when also serving as the panel chairperson. Diversity of selection panels is encouraged; not only from an equal employment opportunity perspective, but also through diversity of organization, diversity of thought, mix of civilian/military, etc.

(3) When selecting a retired military member whose service includes a SPAWAR assignment, special care must be taken to ensure avoidance of a conflict of interest. This includes, but is not limited to, ensuring that the scope of competition is appropriate, that the former military member was not involved in the development of the civilian billet requirement or position description and that the selectee was not involved in any aspect of the hiring process.

c. Effect management-directed reassignment/lateral reassignment actions within the competency when such actions do not result in a change in pay or level and do not result in the establishment of a new position.

d. Realign positions within a competency in coordination with the DCHR.

e. Consistent with the general provisions of reference (d), approve career ladder promotions and competitive promotions that do not exceed a six percent pay increase unless a higher increase is necessary to reach the minimum basic salary of the level of the position to which the employee is promoted into.

f. Set pay per the guidance found in reference (d) for reassignments and transfers of current Federal employees moving into the SPAWAR APS, not to exceed a six percent increase in pay.

g. Subject to the requirements of reference (d), set pay for employees newly hired into the Federal government that does not exceed a six percent pay increase unless a higher increase is necessary to reach the minimum basic salary of the level of the position to which the new employee is being hired into. Pay setting actions that result in a salary increase that is greater than six percent, unless necessary to reach the minimum basic salary of the level of the position, require approval by the ED or designee.

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h. Approve up to three years of creditable service for annual leave accrual for non-federal work experience and experience in the uniformed service when the experience gained is essential to the new position, was acquired through performance in a non-federal or active duty uniformed service position having duties which directly relate to the duties of the position being appointed to, and is necessary to achieve an important agency mission or performance goal.

4. The authority to approve permanent change in duty station or recruitment, retention, and relocation incentives is not delegated and requires review and approval by the SPAWAR ED.

5. The SPAWAR ED, Chief of Staff, Corporate Operations Director, Total Force Manager, CDEEO and DCHR will conduct quarterly reviews of civilian hiring, pay setting and classification actions. These reviews are designed to ensure proper execution of the authorities granted through this notice and may result in changes to the staffing plan if civilian hiring actions are significantly over or under civilian execution targets.

6. This delegation of authority is to remain in place until revoked in writing or you no longer hold this position. This delegation may not be further delegated.



Patrick M. Sullivan
Executive Director

Distribution:

SPAWAR 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 8.0 and Executive Director, Fleet Readiness Directorate